



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

### AMENDMENT

**PUBLIC NOTICE NUMBER** : FINCP/03-736PPJ

**OPENING DATE** : September 18, 2003

**CLOSING DATE** : October 3, 2003

**POSITION TITLE, SERIES & GRADE** : GATEWAY PROGRAM SPECIALIST, GS-301-11/12

**PROMOTION POTENTIAL** : Full performance level is GS-13

**NUMBER OF VACANCIES** : Two

**SALARY RANGE** : \$48,451.00 - \$75,492.00 per annum

**ORGANIZATION** : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Investigative Support (OIV)

**DUTY STATION** : Vienna, Virginia

**APPLICATIONS ACCEPTED FROM** : All qualified applicants (All sources).

**The purpose of this amendment is to extend the closing date to October 3, 2003.**

### SUMMARY OF DUTIES:

This position is for Gateway Program Specialists in the Gateway Program Office of the Office of Investigative Support in the Financial Crimes Enforcement Network. There are two positions – one is for an individual dealing primarily with the law enforcement community and the other with regulatory agencies. The Gateway program enables law enforcement and regulatory officials to remotely access FinCEN databases pertaining to financial transactions and related criminal activity. The Specialists plan and coordinate the program of training and presentations administered by Gateway staff to users; organize conferences and meetings; administer user memorandums of understanding; develop performance measurement data concerning customer usage, conduct related research and analysis; and explain program parameters to new users, including database access mechanisms, procedures, and limitations.

### BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, Student Loan Repayment, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

---

**SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:**

**Specialized Experience:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

**Substitution of Education for Experience:** For GS-11: PH.D or equivalent doctoral degree or three full years of progressively higher level graduate education leading to such a degree, or LL.M., if related.

**U.S. Citizenship:** Applicants **MUST** be citizens of the United States and, if selected, present proof.

**Selective Service Registration:** If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

---

**SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":**

**FOR THE GS-11 (REGULATORY & SELF-REGULATED):**

- 1. Substantive knowledge of FinCEN program activities that involve regulatory and self-regulated organizations.** (Applicants must indicate their experience providing knowledge of FinCEN programs that involve regulatory and self-regulated organizations.)
- 2. Knowledge and skills to research, analyze and report on the success of Gateway programs in assisting regulatory and self-regulated organizations in accessing and interpreting BSA data.** (Applicants must describe the experience relevant to research, analysis and reporting on such activities.)
- 3. Experience involving coordination of program activities.** (Applicants must address the extent and nature of their experience in serving as a focal point for coordinating program activities).
- 4. Ability to prepare a variety of written materials, including formal reports, analyses, procedures, information bulletins, and general correspondence.** (Applicants must address their experience in developing written materials, describing the types of materials and the audiences to which addressed.)

**FOR THE GS-12 (REGULATORY & SELF-REGULATED):**

- 1. Substantive knowledge of FinCEN program activities that involve regulatory and self-regulated organizations.** (Applicants must indicate their experience providing knowledge of FinCEN programs that involve regulatory and self-regulated organizations.)
- 2. Knowledge and skills to research, analyze and report on the success of Gateway programs in assisting regulatory and self-regulated organizations in accessing and interpreting BSA data.** (Applicants must describe the experience relevant to research, analysis and reporting on such activities.)
- 3. Experience involving coordination of significant program activities.** (Applicants must address the extent and nature of their experience in serving as a focal point for coordinating program activities).
- 4. Ability to prepare a variety of written materials, including formal reports, policies and procedures, information bulletins, and general correspondence.** (Applicants must address their experience in developing written materials, describing the types of materials and the audiences to which addressed.)

**FOR THE GS-11 (LAW ENFORCEMENT):**

- 1. Substantive knowledge of FinCEN program activities that involve interaction with the law enforcement community.** (Applicants must indicate their experience providing knowledge of FinCEN programs that involve interaction with the law enforcement community.)
- 2. Knowledge and skills to research, analyze and report on the success of Gateway programs in assisting law enforcement organizations in accessing and interpreting BSA data.** (Applicants must describe the experience relevant to research, analysis and reporting on such activities.)
- 3. Experience involving coordination of program activities.** (Applicants must address the extent and nature of their experience in serving as a focal point for coordinating program activities).
- 4. Ability to prepare a variety of written materials, including formal reports, analyses, procedures, information bulletins, and general correspondence.** (Applicants must address their experience in developing written materials, describing the types of materials and the audiences to which addressed.)

**FOR THE GS-12 (LAW ENFORCEMENT):**

- 1. Substantive knowledge of FinCEN program activities that involve interaction with the law enforcement community.** (Applicants must indicate their experience providing knowledge of FinCEN programs that involve interaction with the law enforcement community.)
- 2. Knowledge and skills to research, analyze and report on the success of Gateway programs in assisting law enforcement organizations in accessing and interpreting BSA data.** (Applicants must describe the experience relevant to research, analysis and reporting on such activities.)
- 3. Experience involving coordination of significant program activities.** (Applicants must address the extent and nature of their experience in serving as a focal point for coordinating program activities).
- 4. Ability to prepare a variety of written materials, including formal reports, policies and procedures, information bulletins, and general correspondence.** (Applicants must address their experience in developing written materials, describing the types of materials and the audiences to which addressed.)

**Note:** For applicants rated under this announcement, one rating process will be applied to both status and non-status candidates.

---

**Basis of Rating:**

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Qualified candidates will be assigned a score ranging from 70 to 100, and, as applicable, will be assigned additional points for veterans' preference.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- If this is a multiple grade level announcement, you should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s), if applicable.

**APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS ALL THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.**

---

**SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:**

**Background Investigation:** In accordance with Executive Order 12968, a background security investigation will be required for all new hires. Although individuals may be appointed prior to completion or updating of a full personal history background investigation, continued employment with FinCEN is contingent upon satisfactory completion of the background investigation, and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Drug Screening:** This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

**Probationary Periods –** Employees who have not already completed one will need to successfully complete a one-year probationary period. Certain appointments may require the completion of an additional probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

**Statement of Employment and Financial Interest** may be required.

**Direct Deposit:** Employees are required to participate in Electronic Funds Transfer for salary payments.

**Relocation Expenses:** Will not be paid.

**Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.**

---

**APPLICATION INFORMATION**

**SECTION IV: REQUIRED APPLICATION MATERIALS**

**Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal.

**All other applicants MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal, if applicable; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status, if you are a current or former Federal employee; and
- If you are a Veteran, submit a copy of your DD-214.

**Please download, complete, and submit the following optional forms:**

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**See Section V for the specific information that must be included in your OF-612, resume, or other written application format.**

---

**SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT:**

Job for which applying: Public Notice Number, title and the grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

**Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.**

## **SECTION VI: SUBMITTING APPLICATION MATERIALS:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Public Notice: FINCP/03-736PPJ  
P.O. Box 39  
Vienna, VA 22183-0039**

### **HOW TO APPLY:**

All application materials **MUST** be postmarked by the closing date of this Public Notice. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

**For additional information, please call Wanda Haynes (703) 905-3503. TDD (703) 905-3839.**

### **NOTES:**

- All application materials **MUST** be sent to the mailing address shown above.
- All materials and the envelope **MUST** include the public notice number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the public notice case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

---

## **SECTION VII: MATERIAL REQUIRED TO SUPPORT CONSIDERATION FOR VETERAN'S PREFERENCE OR NON-COMPETITIVE APPOINTMENT ELIGIBILITY.**

Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as a 30% or More Disabled Veteran Appointment, Veterans' Readjustment Appointment, Severely Physically Handicapped Schedule A Appointment, or an appointment based on service as a former Peace Corps employee, etc.

If you are claiming Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.

---

## **SECTION VIII: OTHER INFORMATION INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE, PANAMA CANAL ZONE, OR D.C. DEPT. OF CORRECTIONS:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility under CFR 330.605 (a) (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated on each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive selection priority to positions throughout the continental United States.

**REASONABLE ACCOMODATION:**

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:**

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.